
To: Council

On: 3 May, 2018

Report by: Director of Finance & Resources

Heading: Timetable of Meetings

1. Summary

- 1.1 The timetable of Council and Board meetings was agreed at the meeting of the Council held on 28 September, 2017. This report proposes changes to the timings of the meetings of the Communities, Housing & Planning Policy Board, the Police and Fire & Rescue Scrutiny Sub-committee and the Petitions Board.

Communities, Housing & Planning Policy Board and the Police and Fire & Rescue Sub-committee

- 1.2 The Council agreed that meetings of the Communities, Housing & Planning Policy Board and the Police and Fire & Rescue Service Scrutiny Sub-committee be held on the same day at 2pm and 1pm respectively.
- 1.3 A request has been received from the Convener of the Communities, Housing & Planning Policy Board, who is also the Convener of the Sub-committee, that consideration be given to altering the start times of both the Policy Board and Sub-committee meetings as on occasion it has been the case that meetings of the Sub-committee have not concluded by 2pm and all of the members of the Sub-committee and some of the support officers require to leave the meeting to attend the Policy Board meeting. In view of the effort and resources by Police Scotland and the Scottish Fire & Rescue Service to attend these meetings, and to enable members of the Sub-committee to properly undertake their scrutiny role, it is proposed that more time is allocated to consider Sub-committee business.

- 1.4 It is proposed that meetings of the Communities, Housing & Planning Policy Board start at 1pm with meetings of the Police and Fire & Rescue Scrutiny Sub-committee starting at 3pm.

Petitions Board

- 1.5 The Council agreed that meetings of the Petitions Board start at 10 am. A request has been received from the Convener of the Petitions Board that these meetings be rescheduled to 2pm.
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2. Recommendations

- 2.1 That with effect from the meetings which are scheduled for 22 May 2018, future meetings of the Communities, Housing & Planning Policy Board start at 1pm with meetings of the Police and Fire & Rescue Service Scrutiny Sub-committee starting at 3pm; and
- 2.2 That with effect from the meeting which is scheduled for 4 June 2018, future meetings of the Petitions Board start at 2pm.
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Implications of the Report

1. **Financial** – none
2. **HR & Organisational Development** – none
3. **Community/Council Planning** – none
4. **Legal** – none.
5. **Property/Assets** – none.
6. **Information Technology** – none
7. **Equality & Human Rights**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** – none
9. **Procurement** – none

10. **Risk** – none
 11. **Privacy Impact** – none
 12. **Cosla Policy Position** – not applicable
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List of Background Papers - none

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